



Chicago Chapter

Request for Presenters  
20<sup>th</sup> Annual Midwest Conference on Philanthropy  
October 20, 2015  
Hyatt Regency McCormick Place

Do you have valuable insights to share about your fundraising successes (and failures)? Do you enjoy the challenge of engaging an audience in an interactive discussion about philanthropy in its various forms? Are you committed to the highest standards of service as a fundraiser, and interested in sharing that passion?

If so, we invite you to submit a presentation proposal for the Annual AFP Midwest Conference on Philanthropy. The conference is the region's premier professional development event for fundraisers and draws more than 300 development professionals each year. Presenters gain visibility for their organizations, benefit from unique networking opportunities, and experience significant professional development.

Please submit proposals to the address on page 2 by **May 1, 2015**.

The conference committee will give preference to proposals that:

- Include a statement of how diversity will be incorporated into the presentation. Diversity is defined as: (1) ethnic, gender, and social differences in donor and prospect pools, as well as approaches to giving; (2) differences inherent in the size of organizations and development staffs; and (3) differences among types of organizations, e.g. educational, human services, cultural, etc.
- Incorporate an interactive approach.
- Present an opportunity for discussion on an ethics issue related to your topic.
- Include a case study of best practices or current trends in the field of development.

Topics that are of particular interest for this year's Conference include:

- How to guide your visit or How to get the visit
- All skills pertaining to Mid-level fundraising professionals. Keeping skills fresh
- How to manage the expectations of your organization; Managing up; Working with your Executive Director; Working with difficult personalities
- What is your personal brand? How are you presenting yourself to donors?
- How to mentor your employees and create an environment to help your employees grow
- Managing diversity

Please provide us with:

- Session topic and title
- A description of your session (no more than 100 words) including 3-4 clear learning objectives
- An overview of the intended audience (i.e. new professional, mid-career, or executive).
- If you have not presented this at AFP Chicago, please list the last 2 most recent presentations, to what audience, and the approximate number of people in attendance. (Previous experience is not required, but is viewed favorably.)
- A list of three (3) professional references with their contact information
- Names of panelists in your session (if applicable).
- Biographical information on yourself and any additional presenters

Session times are between 60-75 minutes in length. All session rooms are set theater style and will have:

- a standing lectern;
- a six-foot table in front of room for speaker use;
- a lectern microphone;
- an LCD projector along with a screen; and
- table microphones if applicable

#### Presentation Information

**Professional Levels of Attendees:** The regional conference welcomes all professional levels. Both beginner and intermediate/advanced tracks will be offered. Please let us know to what level your presentation is geared to.

**Conference Fees:** AFP Chicago Chapter is not able to offer compensation to our presenters. For those presenters that would like to participate in the remainder of the conference they will be required to pay a half price conference registration fee. Presenters who do not stay for any part of the conference are not required to pay a conference registration fee. Travel, hotel, and other expenses are the responsibility of the presenter.

**Presenter Responsibilities:** For accurate and timely conference program content and publication, presenters are required to abide by submission requirements below regarding text relating to bios and presentation descriptions. If available, please include presentation materials with your proposal. Submission of handouts and all presentation materials (electronic version in Microsoft PowerPoint, Microsoft Word, or Adobe Acrobat) to AFP Chicago is required prior to the conference. All handouts will be posted on a special conference web site for attendees to download prior to or after the Conference.

Please note that overt marketing of services, materials, or products by presenters is not permitted during presentations.

Please note that there are a limited number of session slots. Proposals will not be accepted after **May 1, 2015**. All proposals will be reviewed by the Conference Committee. All presentations submitted will not necessarily be chosen.

Thank you for taking the time to submit your information to the AFP Chicago Chapter!

Your 2015 Midwest Conference Chairs

AFP Chicago  
1717 N. Naper Boulevard, Suite 102  
Naperville, IL 60563  
Phone (630) 416-1166, [gbrooks@afpchicago.org](mailto:gbrooks@afpchicago.org)